

**IDAHO BOARD OF LIBRARY COMMISSIONERS
APPROVED MINUTES OF THE
AUGUST 3, 2018
BOARD MEETING**

The Idaho Board of Library Commissioners meeting was called to order at 10:06 a.m. MT on Friday, August 3, 2018 at the Idaho Commission for Libraries (ICfL). Participating were: John Held, Chair; Janet Franklin; Dave Mecham; Pat Raffee; and State Librarian Ann Joslin. Also attending the meeting from the ICfL were: Roger Dubois, Administrative Services Manager; Sue Walker, Library Consultant; Tina Schilling, Office Specialist, serving as recorder; and guest Gideon Tolman, Division of Financial Management. Mark Alldredge was not present.

I. Call to Order by John Held

A. Introductions

B. Agenda Review/Approval - action item

M/S Raffee/Mecham that the agenda be approved as presented.
Motion carried unanimously.

C. Announcements

II. Approval of Minutes

A. June 1, 2018 meeting (Board Document (18-60))

M/S Mecham/Franklin that the minutes of the June 1, 2018 Board of Library Commissioners meeting be approved as distributed in Board Document 18-60.
Motion carried unanimously.

III. Public Comment

IV. Consent Agenda Review/Approval – action item (Board document 19-02)

In order to provide more time for Board discussion of strategic issues, Chairmen Held is incorporating use of a consent agenda. A consent agenda groups the routine, procedural, informational, and self-explanatory non-controversial items together. If action is required, the Board can then approve them in a single motion after the Chair offers the opportunity for any member to request that a specific item be moved to the full agenda for individual attention.

M/S Franklin/Raffee that the consent agenda be approved as presented.
Motion carried unanimously.

A. LSTA Grant Applications Received – information item (Board Document 19-03)

B. FY2018 EOR Reimbursements – information item (Board Document 19-04)

C. Personnel Report (Board Document 19-05 Rev)

Held asked what the Emerging Trends Library Consultant position entails. Joslin explained that this position will work to identify emerging trends - such as STEM programming, design thinking, and Idaho's aging population – and ways the Commission can help Idaho libraries prepare to address them.

D. Next meeting: October 18 – 19 with tour in central Idaho

Joslin shared a draft agenda with the board members.

V. Legislation – Policies – Rules – Guidelines

A. Legislation – none

B. Policies – none

C. Rules – action item (Board document 19-06)

Earlier this summer, staff drafted changes to two sections of the agency rules:

- Revision of the eligibility requirements for LSTA grants and extending those same requirements to library applicants for all our grant programs, regardless of funding source.
- Revision of rules governing the use of the Talking Book Service to reflect the conversion to digital and downloadable content and alignment with the National Library Service's guidelines.

After adoption by the Board, the pending rules will be published in the September 5 or October 3 Idaho Administrative Bulletin and scheduled for review by the 2019 House and the Senate Education Committees, which may approve or reject them. Rejection of a pending rule requires the adoption of a concurrent resolution. Pending rules become final and effective upon the adjournment of the legislative session.

M/S Mecham/Raffee that the pending rules governing the use of Commission Services, Docket 30-0101-1801, be adopted as distributed in Board Document 19-06.

Motion carried unanimously.

VII. General, Miscellaneous Revenue, and Library Services Improvement Funds

A. Finances

1. Year-end closing – information item

Dubois shared that the 2018 fiscal year is closed. With the Board's approval of the \$47,000 object transfer from Personnel to Operating, all Personnel funds were expended. In Operating, \$1,079 will revert to the general fund because the cost of Office 365 was less than was quoted; the remainder of that appropriation was spent. In Capital, between \$20,000 and \$30,000 will revert because cybersecurity operations were moved to the Department of Administration and the planned purchase of servers for that purpose was no longer needed. In Trustee and Benefit (T&B), \$239 will revert; the entire \$200,000 for School Library Access grants was awarded, and all but \$239 of \$180,000 for the Education Opportunity Resource (EOR) broadband reimbursements was distributed to public libraries.

2. FY2019 program budgets – information item (Board document 19-07)

3. Finances – FY2019 Object Transfer – action item (Board document 19-08)

As reported at the June Board meeting, the “Kindergarten Readiness” pilot grant program is about to begin, which will:

- help public libraries partner with their local school districts to reach children and families before they enter school;
- provide needed resources and tools to ensure more students are reading on grade level by third grade; and
- strengthen our partnership with the State Department of Education and the State Board of Education to help with the rollout of Smarty Ants, Idaho’s new pre-K literacy initiative focused on 4-year-olds, by involving public libraries.

We anticipated funding the grants with \$42,000 in LSTA and \$18,000 in state funds; however, it became clear that using both federal and state funds for the same grant program would increase the complexity of administration for the agency and create additional requirements for grantees receiving the federal funds. To streamline the grant process and encourage small libraries to apply, the Read to Me Team (RTM) prefers to transfer \$42,000 in state Operating budgeted for RTM Outreach to state T&B to fully fund the pilot with state funds. If this object transfer is approved, the object transfer in the federal fund approved during the June meeting will not be acted upon.

M/S Raffee/Mecham that the FY2019 state general fund appropriation be adjusted by transferring \$42,000 in Operating to Trustee and Benefit and rescinding the federal transfer approved at the June meeting.
Motion carried unanimously.

4. Finances – FY2020 Budget Submission – action item (Board document 19-09)

The FY2020 budget request will be prepared according to the Division of Financial Management’s (DFM) forthcoming budget development manual and will be submitted by September 1. Joslin supports the staff recommendations to include the following enhancement requests:

- Move TBS from federal to state funds, an estimated total of \$363,100
- Kindergarten Readiness grant program, \$60,000
- Increase in EOR reimbursement funds for public libraries, \$48,000; \$12,600 FY2019 supplemental request
- LiLI electronic resources, \$54,000 FY2019 supplemental request

M/S Mecham/Franklin that the FY2020 agency budget request be approved as described in Board Document 19-09, including FY2019 supplementals for EOR and LiLI, and the following enhancements in priority order, TBS, Kindergarten Readiness, and EOR, and that the State Librarian be authorized to make adjustments in the request as may be required by Division of Financial Management or the Legislative Service Office.
Motion carried unanimously.

B. Program – Broadband Toolkit Proposal - action item (Board Document 19-10)

Joslin noted that Internet2 convened a wrap-up meeting for its IMLS grant project, in which the state library pilot participants shared experiences and the ways they are incorporating the new toolkit into current initiatives. Staff recommends a phased roll-out of the toolkit beginning with 20-25 libraries this fall and offering a \$500 mini-grant to those that participate and submit the resulting documentation and improvement plan to the Commission. The mini-grant would be used to implement any part of the recipient's improvement plan. Board approval is requested for using up to \$12,500 from the Library Services Improvement Fund to support the first phase of this effort. Subsequent steps will be determined after evaluating the results of the first group of participant libraries.

M/S Raffee/Mecham that expenditures of up to \$12,500 to be approved from the Library Services Improvement Fund for \$500 grants to public libraries that implement the Broadband Toolkit assessment and improvement process.

Motion carried unanimously.

VIII. Operations Report – information item

State Librarian:

- The new Emerging Trends Libraries Consultant position will be advertised soon. Randy Kemp, who has been working at the Ketchum Community Library, was hired as the Program Supervisor and will begin work on August 22nd.
- During the May COSLA meeting, staff from the US Census Bureau briefed members regarding planning for the 2020 Census. Due in part to budget cuts, they are behind schedule. Public libraries nationwide are seen as key partners to help advertise the Census and to encourage people who don't have internet access at home to go to the library to complete the online form. The Census Bureau is developing a toolkit and videos for local use. It is important to have accurate counts since so much federal funding -- including LSTA -- is based on Census population figures.
- Donna Eggers, Public Information Officer, and a vendor have developed a social media campaign for library services, called "Find it at Your Library." The material (Facebook posts/content and memes) are themed for each month. The material is posted on the agency's website and available for easy downloading by library staff. The purpose is to make it easier for public, school, and academic libraries to use social media to advertise their services.
- The IMLS site visit from Dennis Nagle included a brief tour of the Bown Crossing Branch of Boise Public Library, a morning at the School Library Summer Summit, and a visit to the Meridian Unbound Technology Library. John Held joined the tour at the Caldwell Public Library with the director, two staff members, two board members, and the school superintendent. The last stop was the Middleton Public Library. Dubois explained two areas where the Commission departs from IMLS-recommended practice, but neither are significant. When Nagle sends his final report, it will be distributed to the Board.

Administrative Services Manager:

- Dubois noted that there has been quite a bit of personnel turnover this year and with that come challenges regarding the training of staff and communicating the agency's work culture with new staff.

- The agency's IT function is now supported by the Office of Information Technology Services (ITS), so the only in-house servers are those in the recording studio. This has alleviated some of the operational costs, but it has created other issues related to timely support from the ITS help desk.

IX. Old Business

A. Trustee Challenge updates – discussion

Held noted that he plans to contact the Payette Public Library director to discuss hosting an event at the library with the area's legislators to show how the library is serving the community. Mecham noted he hopes to speak with a new legislative candidate in his district.

B. National Library Service (NLS) Plans – discussion (Board Document 19-11)

Sue Walker recently attended the NLS biennial national conference. Walker noted that at every conference, NLS staff present their plans and goals for the coming year to improve services to readers and to reduce the workload for their regional libraries. Keystone recently announced plans to have its interface for NLS' duplication on demand (DoD) implemented in its management system by the end of this year. NLS will provide its DoD software and hardware free of charge to regional libraries. Once implemented at the Commission, the automatic downloading of multiple titles per cartridge will save staff time and free up storage space. Franklin asked for a description of a braille e-reader. Walker explained that it is a reader that allows the user to download electronic braille to the device.

X. New Business – none

XI. Strategic Issues

A. FY2019 – FY2022 Strategic Plan Trends – discussion (Board Document 19-12)

Joslin noted that this new agenda item is an opportunity for the Board to discuss strategic issues and policies related to library services in more depth. Joslin suggested starting with trends and issues identified in the agency's strategic plan, which include support for school library services, the gap in pre-K education, college and career readiness, and Idaho's aging population. Challenges include lack of recognition by policy-makers of 21st century library services and that libraries are an integral part of the education infrastructure all along the continuum, from early literacy through life-long learning.

The Board's discussion first focused on library support for pre-K education, the challenge of reaching kids whose parents don't value education, and the importance of access to resources for those who pursue education without family support.

A second discussion was held regarding the relative priority of addressing the 75 percent of public libraries without an MLS librarian on staff (as part of building the institutional capacity of libraries) and supporting the library's role in economic and employment development.

A topic identified for the next meeting concerned continuing education (CE) grants for MLS courses, their priority, and a review of the data reflecting the impact of the CE grants that support formal library science courses.

XII. Executive Session (Board Document 19-13)

M/S Raffee/Mecham that the Board go into Executive Session pursuant to Idaho Statute 74-206(1)(a), to consider hiring a public officer, employee, staff member or individual agent.

Roll call vote: Held, aye; Mecham, aye; Franklin, aye; Raffee, aye; Alldredge, not present

The Board convened the executive session at 12:44 pm. Joslin was invited to join the Board. Held adjourned the executive session at 1:05 pm.

XI. ADJOURNMENT

Held reconvened the meeting in regular session and adjourned the meeting at 1:06 p.m.

Next meeting: October 18, 2018, Salmon Public Library